



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Project Manager, Data Processing [Classified Competitive]			Salary S30 \$77,767.30 - \$110,979.19
Posting Number 152-15	Position Number 945672	Number of Positions 1	Posting Period * From: 10/21/15 To: 11/4/15
Location: Management and Administration/Office of Info & Technology Services 25 S. Stockton Street, 4th Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Manages and plans project team activities and responses related to Desktop, Network, Telephones services, and E-mail Communications system to support Department goals, including department wide roll-outs, system emergencies, hardware/software installation, etc. Reassign staff to address emerging issues, facilitate cross-training and/or capitalize on technical skill sets. Leads team meetings pertinent to researching or evaluating current process review and improvements, quality assurance methodologies, equipment (hardware or software) upgrades, best practices, customer service issues, Manage and design technical work schedule and develop detailed project plans including time lines. Supervise and advise staff regarding programming, testing, troubleshooting network or communication systems/devices to facilitate proper interfaces for internal and external users. Collaborate with the appropriate divisions/departments to assess and recommend technologies that support departments organizational needs. Collaborate with senior management to design and implement short-and long-term strategic plans to ensure infrastructure capacity meets existing and future needs and also establish policies, procedures and training plans to administrate such infrastructure. Communicate the company's IT operations strategy to management, staff, partner, and stakeholders. Supervise staff in the development of detailed reports or documentation regarding infrastructure system design, testing protocols, modification, etc., to ensure historical events can be reviewed and utilized in future troubleshooting, response, training, etc.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in data processing systems design and analysis for a large public or private information processing facility, including at least three (3) years of experience with systems software in a multi programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants may substitute a Master's degree in Data Processing or Computer Science for one (1) year of nonsupervisory experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Chevron Griffin, Executive Assistant 3
Management and Administration
Reference Posting #152-15
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTMA@doh.state.nj.us

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**